

# GovTrip Traveler Identification Report for Declared Disaster Area's

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## **Introduction**

The purpose of this document is to assist with identifying employees that are in TDY status in a particular location in the event that a disaster has occurred. This document provides step by step instructions on how to extract data from GovTrip in addition of sorting the data to identify personnel located in designated disaster areas.

## Extracting GovTrip Data

Log into GovTrip using eAuth userid and password. Once the home page appears, select the reports tab and select "Other Reports."

The screenshot shows the GovTrip web application interface in a Windows Internet Explorer browser. The user is logged in as EPONINE FATA. The 'Reports' tab is selected, and the 'Other Reports' option is highlighted in the dropdown menu. The main content area displays a table of document records for EPONINE FATA, with columns for Document Name, Departure Date, Status, Document Approved?, Document Cancelled?, and TA Number. The table lists 10 records, each with a status of 'AUTH 24 HOUR PASSED' or 'ADJUSTED'. The 'Items per page' dropdown is set to 10.

GovTrip - Trip Document List - Windows Internet Explorer  
https://etscdwebgov.govtrip.com/cgi-bin/wspd.cgi?WSPD=etscds\_EWT551\_ws\_d/nu-start-ej-fs.w

Logged in user: EPONINE FATA · Traveler: EPONINE FATA Screen ID: 1001.1 New GovTrip Window · Close Window · Logout

GovTrip Reports Approve TA Maintenance  
SCHEDULER TRAVEL DOCUMENTS GOVTRIP ADMINISTRATION

Help & Documentation Traveler Lookup Administrative Tools Reports GovTrip Calendar

Welcome, EPONINE FATA  
Organization: GUSDA231000000· Org Access: GUSDA · Group Access: 0,1,2,3,4,5,6,7,8,9

Document List for EPONINE FATA Authorization Voucher Open

Create New Authorization » Create Authorization from »

Sort by Document Name	Sorted by Departure Date	Sort by Status	Document Approved?	Document Cancelled?	Sort by TA Number	View/Edit	Print	Copy	Remove	Amend	Voucher
> EFALBUQUERQUE112408_A01	11/24/08	ADJUSTED	No	No	0NYWYTY	> view/edit	print	copy	> remove		
> EFNEWORLEANS112108_A01	11/21/08	POSACK OBLIGATION	Yes	No	0NYWK7	> view	print	copy	> remove	> amend	> view
> EFOKLAHOMACIT111208_A01-01	11/12/08	AUTH 24 HOUR PASSED	Yes	No	0NYVEL	> view	print	copy	> remove	> amend	> view
> EFSANDIEGOC082508_A01	08/25/08	AUTH 24 HOUR PASSED	Yes	No	0NYH5E	> view	print	copy	> remove	> amend	> view
> EFATLANTAGA080408_A01	08/04/08	AUTH 24 HOUR PASSED	Yes	No	0NYGLC	> view	print	copy	> remove	> amend	> view
> EFALBUQUERQUE071408_A01	07/14/08	AUTH 24 HOUR PASSED	Yes	No	0NYG97	> view	print	copy	> remove	> amend	> view
> EFKAHASCITYK070708_A01	07/07/08	AUTH 24 HOUR PASSED	Yes	No	0NYFUG	> view	print	copy	> remove	> amend	> view
> EFSEATTLEWA060908_A01	06/09/08	AUTH 24 HOUR PASSED	Yes	No	0NY65Y	> view	print	copy	> remove	> amend	> view
> EFSTCROIXVI060408_A01-01	06/04/08	AUTH 24 HOUR PASSED	Yes	No	0NY6IZ	> view	print	copy	> remove	> amend	

Items per page: 10

javascript:hmenu(17);

start Citrix XenApp - Applic... GovTrip - Trip Docum... Inbox - Microsoft Out... GovTrip - \\Remote GovTrip Disaster Rep... 12:25 PM

The Other Reports menu is displayed. Select the Traveler Status Report.

The screenshot shows the 'GovTrip - Other Reports' page in a Windows Internet Explorer browser. The address bar displays the URL: [https://etscdwebgov.govtrip.com/cgi-bin/wspd.cgi.sh?WSservice=ets\\_EWT551\\_ws\\_d/nu-hmenu.w](https://etscdwebgov.govtrip.com/cgi-bin/wspd.cgi.sh?WSservice=ets_EWT551_ws_d/nu-hmenu.w). The page header includes the GovTrip logo and navigation tabs: Authorization (PLAN TRIP), Voucher (GET REIMBURSED), Reports (SCHEDULER), Approve (TRAVEL DOCS), and TA Maintenance (GOVTRIP ADMINISTRATION). The user is logged in as EPONINE FATA, and the screen ID is 1713.1. The main content area is titled 'Other Reports' and lists the following sections: Document Totals Report, Traveler Status Report, Fedrooms/FEMA Report, Trip Status Report, and Statistical Sampling Report. A red arrow points to the 'Traveler Status Report' link. The footer contains USDA and TMC help links, a copyright notice for Northrop Grumman Corporation (2010), and a subscription form for email updates. The taskbar at the bottom shows the Start button and several open applications, including Citrix XenApp, GovTrip - Other Repo..., and Microsoft Outlook.

This report can be run by organization. If the report is run at the GUSDA level and the option “Include Sub Organizations” is checked. All USDA employees on TDY status will be reported.

Select the Start and Ends that the user is inquiring about. Generally a month range is encouraged. Select Generate CSV Report.

GovTrip - Traveler Status Report - Windows Internet Explorer

https://etscdwebgov.govtrip.com/cgi-bin/wspd.cgi.sh/WService=ds\_EWT351\_ws\_d/nu-rpt-travstatus.w?vsess=ciauihpIdkniabi&rpt\_title=

Logged in user: EPONINE FATA • Traveler: EPONINE FATA Screen ID: 1131.1

Return to Home Page • Close Window • Logout

GovTrip Authorization Voucher Reports Approve Maintenance  
PLAN TRIP GET REIMBURSED SCHEDULER TRAVEL DOCS TRIP ADMINISTRATION

PROFILE PRINT THIS SCREEN VIEW HELP

### Traveler Status Report

The Traveler Status report will provide the user with a list of traveler's and their TDY status within GovTrip for a given date range (within the last 15 months). Indicated in the report is the traveler, traveler grade, traveler title and rank, departure date, return date, document type and document name.

Organization:  ☒ Include Sub Organizations

Start Date (mm/dd/yyyy):

End Date (mm/dd/yyyy):

**USDA** GovTrip Help Password resets, document problems, site help  
TMC Help Help with changing reservations while on your trip, international travel

HelpDesk at 800 457-3642  
Full GovTrip Help Info and Hours

TMC Travel Assistance at 866-569-5334  
Full TMC Help Info and Hours

About GovTrip  
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Site Map  
Web Accessibility  
To view PDF files: Download Adobe Reader

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Enter email address:

Select open. Once open, the user should save the excel spreadsheet to a designated drive/file.

File Download

Do you want to open or save this file?

Name: Traveler\_Status\_06-02-10.csv  
Type: Microsoft Office Excel Comma Separated Values File  
From: etsproweb.govtrip.com

While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. [What's the risk?](#)

## Filtering GovTrip Data

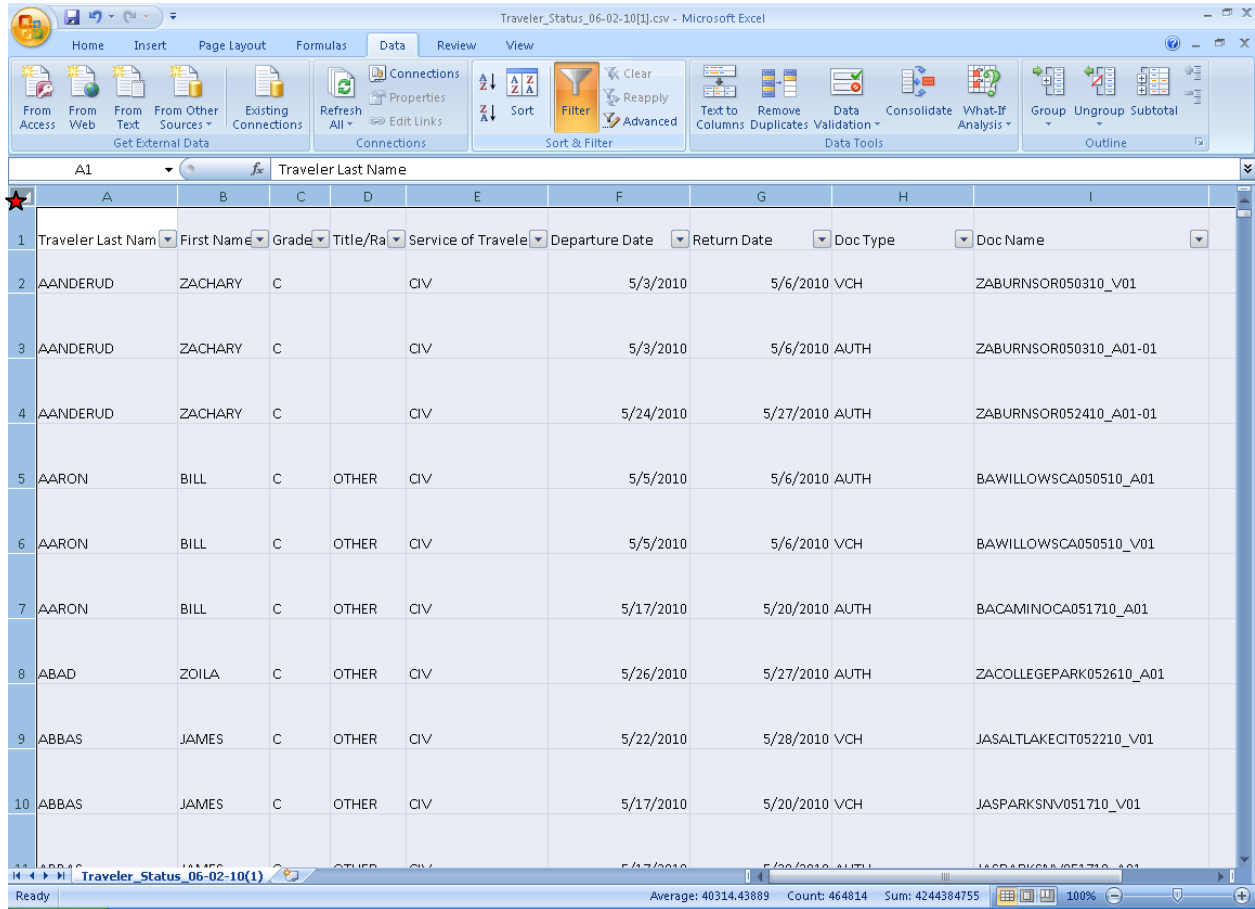
Column A and Row 2 are informational and should be deleted for sorting and filtering purposes.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	*																
2	* Traveler																
3		AANDERU ZACHARY	C			CIV	5/3/2010	5/6/2010	VCH	ZABURNSOR050310_V01							
4		AANDERU ZACHARY	C			CIV	5/3/2010	5/6/2010	AUTH	ZABURNSOR050310_A01-01							
5		AANDERU ZACHARY	C			CIV	#####	#####	AUTH	ZABURNSOR052410_A01-01							
6		AARON BILL	C	OTHER		CIV	5/5/2010	5/6/2010	AUTH	BAWILLOWSCA050510_A01							
7		AARON BILL	C	OTHER		CIV	5/5/2010	5/6/2010	VCH	BAWILLOWSCA050510_V01							
8		AARON BILL	C	OTHER		CIV	#####	#####	AUTH	BACAMINOCA051710_A01							
9		ABAD ZOILA	C	OTHER		CIV	#####	#####	AUTH	ZACOLLEGEPAK052610_A01							
10		ABBAS JAMES	C	OTHER		CIV	#####	#####	VCH	JASALTLAKECIT052210_V01							
11		ABBAS JAMES	C	OTHER		CIV	#####	#####	VCH	JASPARKSNV051710_V01							
12		ABBAS JAMES	C	OTHER		CIV	#####	#####	AUTH	JASPARKSNV051710_A01							
13		ABBAS JAMES	C	OTHER		CIV	#####	#####	AUTH	JASALTLAKECIT052210_A01-01							
14		ABBE LORETTA	C	OTHER		CIV	6/1/2010	#####	AUTH	LATOLLESONAZ053110_A01-02							
15		ABBOTT ANN	C	OTHER		CIV	5/3/2010	5/5/2010	VCH	AAONTARIOCA050310_V01							
16		ABBOTT ANN	C	OTHER		CIV	5/3/2010	5/5/2010	AUTH	AAONTARIOCA050310_A01-01							
17		ABBOTT ANN	C	OTHER		CIV	#####	#####	AUTH	AAWALLACEID052010_A01							
18		ABBOTT LINDA	C	OTHER		CIV	#####	6/1/2010	AUTH	LAOTHERGBR052610_A01-01							
19		ABBOTT MATTHEW	C	OTHER		CIV	6/1/2010	6/4/2010	AUTH	MAFTCOLLINSO060110_A01-01							
20		ABBOTT LINDA	C	OTHER		CIV	6/2/2010	6/4/2010	AUTH	LAOTTAWACAN060210_A01-01							
21		ABDALLAH MAGDEY	C			CIV	#####	#####	AUTH	MAKANSASCITYM052410_A01-04							
22		ABDELMA SAMY	C	OTHER		CIV	5/6/2010	5/7/2010	AUTH	SAPATERSONNJ050610_A01							
23		ABDUR RAHMED	C	OTHER		CIV	#####	#####	AUTH	AAALBANYNY050910_A01							
24		ABEDI MEHDI	C	OTHER		CIV	#####	#####	VCH	MAMURRAYVILLE052310_V01							
25		ABEDI MEHDI	C	OTHER		CIV	#####	#####	VCH	MAELLIJAYGA051110_V01							
26		ABEDI MEHDI	C	OTHER		CIV	#####	#####	AUTH	MAELLIJAYGA051110_A01							
27		ABEDI MEHDI	C	OTHER		CIV	#####	#####	AUTH	MAELLIJAYGA051610_A01							
28		ABEDI MEHDI	C	OTHER		CIV	#####	#####	AUTH	MAMURRAYVILLE052310_A01							
29		ABEL COLT	C			CIV	5/3/2010	#####	VCH	CAANCHORAGEAK050310_V01							
30		ABEL WILLIAM	C	OTHER		CIV	#####	#####	VCH	WACARPINTERIA051110_V01							
31		ABEL WILLIAM	C	OTHER		CIV	#####	#####	VCH	WACARPINTERIA051110_V01							

Highlight the spreadsheet by clicking in the top left corner. (★)

Select the “Data” tab.

Select and press filter.



The screenshot shows the Microsoft Excel interface with the 'Data' tab selected. A filter is applied to the 'Traveler Last Name' column. The spreadsheet contains 10 rows of data. The status bar at the bottom shows 'Average: 40314.43089', 'Count: 464814', and 'Sum: 4244384755'.

	A	B	C	D	E	F	G	H	I
	Traveler Last Name	First Name	Grade	Title/Rank	Service of Traveler	Departure Date	Return Date	Doc Type	Doc Name
1	AANDERUD	ZACHARY	C		CIV	5/3/2010	5/6/2010	VCH	ZABURNSOR050310_V01
2	AANDERUD	ZACHARY	C		CIV	5/3/2010	5/6/2010	AUTH	ZABURNSOR050310_A01-01
3	AANDERUD	ZACHARY	C		CIV	5/24/2010	5/27/2010	AUTH	ZABURNSOR052410_A01-01
4	AARON	BILL	C	OTHER	CIV	5/5/2010	5/6/2010	AUTH	BAWILLOWSCA050510_A01
5	AARON	BILL	C	OTHER	CIV	5/5/2010	5/6/2010	VCH	BAWILLOWSCA050510_V01
6	AARON	BILL	C	OTHER	CIV	5/17/2010	5/20/2010	AUTH	BACAMINOCA051710_A01
7	ABAD	ZOILA	C	OTHER	CIV	5/26/2010	5/27/2010	AUTH	ZACOLLEGEPAK052610_A01
8	ABBAS	JAMES	C	OTHER	CIV	5/22/2010	5/28/2010	VCH	JASALTLAKECIT052210_V01
9	ABBAS	JAMES	C	OTHER	CIV	5/17/2010	5/20/2010	VCH	JASPARCSNV051710_V01
10	ABBAS	JAMES	C	OTHER	CIV	5/17/2010	5/20/2010	AUTH	JASPARCSNV051710_A01



In the Doc Name column, click on the arrow.

Select “Text Filters” and then “Contains” on the sub menu.

Type the name of the city or cities where disaster has been declared. In this example : Denver

The screenshot shows an Excel spreadsheet titled "Traveler\_Status\_06-02-10(1).csv". The data table has the following columns: Traveler Last Name, First Name, Grade, Title/Rank, Service of Traveler, Departure Date, Return Date, and Doc Name. The 'Doc Name' column contains various alphanumeric codes. A context menu is open for the 'Doc Name' column, showing the 'Text Filters' > 'Contains...' path highlighted with a red arrow.

	A	B	C	D	E	F	G	H	I
	Traveler Last Name	First Name	Grade	Title/Rank	Service of Traveler	Departure Date	Return Date	Doc Type	Doc Name
1	AANDERUD	ZACHARY	C		CIV	5/3/2010	5/6/2010	VCH	
2	AANDERUD	ZACHARY	C		CIV	5/3/2010	5/6/2010	AUTH	
3	AANDERUD	ZACHARY	C		CIV	5/24/2010	5/2		
4	AARON	BILL	C	OTHER	CIV	5/5/2010	5/		
5	AARON	BILL	C	OTHER	CIV	5/5/2010	5/		
6	AARON	BILL	C	OTHER	CIV	5/17/2010	5/20/2010	AUTH	
7	ABAD	ZOILA	C	OTHER	CIV	5/26/2010	5/27/2010	AUTH	ZACCOLLEGE PARK052610_A01
8	ABBAS	JAMES	C	OTHER	CIV	5/22/2010	5/28/2010	VCH	JASALT LAKE CIT052210_V01
9	ABBAS	JAMES	C	OTHER	CIV	5/17/2010	5/20/2010	VCH	JAS PARK SNV051710_V01
10	ABBAS	JAMES	C	OTHER	CIV	5/17/2010	5/20/2010	AUTH	

In Doc Type column click on the filter arrow, select only AUTH. This narrows the search down for active trips only.

The screenshot shows a Microsoft Excel spreadsheet titled "Traveler\_Status\_06-02-10(1).csv". The "Data" tab is active, and the "Filter" button in the "Sort & Filter" group is highlighted. A filter menu is open for the "Doc Type" column, showing the following options:

- Sort A to Z
- Sort Z to A
- Sort by Color
- Clear Filter From "Doc Type"
- Filter by Color
- Text Filters
  - (Select All)
  - ☒ AUTH
  - ☐ VCH

The table data is as follows:

	A	B	C	D	E	F	G	H	I
	Traveler Last Nam	First Name	Grade	Title/Ra	Service of Travele	Departure Date	Return Date	Doc Type	Doc Name
1									
38	ABERNATHY	TONI	C	OTHER	CIV	5/10/2010			TADENVERDENVE051010_A01-01
39	ABERNATHY	TONI	C	OTHER	CIV	5/10/2010			TADENVERDENVE051010_V01
72	ACHESON	ANN	C	OTHER	CIV	5/19/2010			AADENVERADAMS051910_V01
73	ACHESON	ANN	C	OTHER	CIV	5/19/2010			AADENVERADAMS051910_A01-01
74	ACHESON	ANN	C	OTHER	CIV	6/1/2010			AADENVERADAMS060110_A01
106	ADAM	KATHLEEN	C	OTHER	CIV	5/4/2010			KADENVERCOUNT050310_V01
107	ADAM	KATHLEEN	C	OTHER	CIV	5/3/2010	5/5/2010	AUTH	KADENVERCOUNT050310_A01-01
1065	ANWAY	JACQUALYN	C	OTHER	CIV	5/3/2010	5/7/2010	VCH	JADENVERARAPA050310_V01
1066	ANWAY	JACQUALYN	C	OTHER	CIV	5/3/2010	5/7/2010	AUTH	JADENVERARAPA050310_A01-01

The status bar at the bottom indicates "Ready 388 of 52643 records found" and "Count: 389". The taskbar shows the start button and several open applications, including Citrix XenApp, Microsoft Outlook, and Microsoft Excel.

On Departure Date column, only dates before tomorrow should be selected. Click on drop down arrow, select Data Filters and Before.

The screenshot shows a Microsoft Excel spreadsheet titled "Traveler\_Status\_06-10-10(1).csv - Microsoft Excel". The spreadsheet contains a table with the following columns: Traveler Last Name, First Name, Grade, Title/Rank, Service of Travel, Departure Date, Return Date, Doc Type, and Doc Name. The data rows list various travelers and their associated information. A red arrow points to the "Departure Date" column header. A "Date Filters" dialog box is open, showing a list of dates from 2010 to 2011, with "Before..." selected in the "Date Filters" dropdown menu.

	A	B	C	D	E	F	G	H	I
	Traveler Last Name	First Name	Grade	Title/Rank	Service of Travel	Departure Date	Return Date	Doc Type	Doc Name
81	ACHESON	ANN	C	OTHER			5/22/2010	AUTH	AADENVERADAMS051910_A01-01
83	ACHESON	ANN	C	OTHER			6/4/2010	AUTH	AADENVERADAMS060110_A01
487	ALGEO	TIMOTHY	C	OTHER			6/10/2010	AUTH	TADENVERDENVE060710_A01-02
923	ANDERSON	MARTHA	C				6/9/2010	AUTH	MADENVERADAMS060710_A01-01
2272	BARTON	SANDRA	C	OTHER			5/27/2010	AUTH	SBDENVERADAMS052510_A01-01
2654	BEDFORD	DAYNE	C	OTHER			5/21/2010	AUTH	ADENVERDENVE051610_A01-02
3153	BERRY	JOLENE	C	OTHER					ENVERADAMS060110_A01-01
3215	BEVERLIN	STEVEN	C	OTHER					ENVERDENVE052410_A01-01
3237	BEYMAN	DAVID	C	OTHER					ENVERADAMS051810_A01-03
3547	BLACKWELL	REGINALD	C	OTHER					ENVERADAMS052310_A01
3597	BLAKE	NATHANAEAL	C						ENVERDENVE051110_A01-01
3629	BLATTERMAN	HEATHER	C	OTHER					ENVERDENVE052310_A01-03
3745	BODENHAUSEN	CRAIG	C	OTHER					ENVERJEFFE051710_A01-01
4064	BORNONG	BERNARD	C	OTHER					ENVERJEFFE052410_A01
4574	BRANNEN	KAREN	C	OTHER					ENVERDENVE060210_A01-02
4777	BRIGHT	LYNNAE	C	OTHER					ENVERDENVE051710_A01-01
4786	BRIGHT	DONALD	C	OTHER					ENVERADAMS060710_A01-02
4937	BROOKS	ERVIN	C	OTHER					ENVERDENVE060710_A01-02
4940	BROOKS	MAUREEN	C	OTHER	CIV	6/8/2010			ENVERDENVE060810_A01-01
5497	BUNDY	MILDRED	C	OTHER	CIV	5/15/2010			ENVERDENVE051510_A01-01
6012	CABRERA	ROSALIE	C	OTHER	CIV	5/16/2010			ENVERCOUNT051610_A01-03
6542	CARR	IVORY	C	OTHER	CIV	6/8/2010			ENVERCOUNT060810_A01-03
7227	CHEW	JIMMIE	C	OTHER	CIV	6/5/2010			ENVERJEFFE060610_A01-01
7299	CHIPMAN	RICHARD	C	OTHER	CIV	6/7/2010			ENVERDENVE060710_A01-03
7443	CHUA	JOHN	C	OTHER	CIV	5/18/2010			ENVERDENVE051810_A01
7444	CHUA	JOHN	C	OTHER	CIV	5/18/2010			ENVERDENVE051810_A01-01
7781	CLOSSON	JON	C	OTHER	CIV	5/11/2010			ENVERDENVE050910_A01-01
7957	Cole	Lyndsay	C		CIV	5/16/2010			ENVERJEFFE051610_A01
8232	CONGDON	ROGER	C	OTHER	CIV	6/6/2010			ENVERDENVE060610_A01

The Custom Auto Filter box will appear. Select tomorrow's date.

The screenshot shows a Microsoft Excel window titled "Traveler\_Status\_06-10-10(1).csv - Microsoft Excel". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The Data ribbon is active, showing options like From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Connections, Sort, Filter, Clear, Reapply, Advanced, Text to Columns, Remove Duplicates, Validation, Data Tools, Consolidate, What-If Analysis, Group, Ungroup, and Subtotal.

The data table has the following columns: A (Traveler Last Name), B (First Name), C (Grade), D (Title/Rank), E (Service of Travel), F (Departure Date), G (Return Date), H (Doc Type), and I (Doc Name). The data rows are numbered 1 through 49246. The first few rows are:

	A	B	C	D	E	F	G	H	I
1	Traveler Last Name	First Name	Grade	Title/Rank	Service of Travel	Departure Date	Return Date	Doc Type	Doc Name
4937	BROOKS	ERVIN	C	OTHER	CIV	6/7/2010	6/11/2010	AUTH	EBDENVERDENVE060710_A01-02
6542	CARR	IVORY	C	OTHER	CIV	6/8/2010	6/12/2010	AUTH	ICDENVERCOUNT060810_A01-03
8232	CONGDON	ROGER	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	RCDENVERDENVE060610_A01
9363	CURTIS	TATE	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	TCDENVERDENVE060610_A01-01
11881	EGGERT	DIANE	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	DEDENVERDENVE061310_A01-03
19110	HICKS	SUSAN	C	OTHER	CIV	6/16/2010	6/16/2010	AUTH	SHDENVERADAMS053010_A01-02
19268	HILL	ALISON	C	OTHER	CIV	6/11/2010	6/11/2010	AUTH	AHDENVERDENVE060910_A01-02
19897	HOOVER	JILL	C	OTHER	CIV	6/11/2010	6/11/2010	AUTH	JHDENVERADAMS060910_A01-03
20074	HOUGH	ANN	C	OTHER	CIV	6/11/2010	6/11/2010	AUTH	AHDENVERADAMS060710_A01-01
22649	KAY	LEO	C	OTHER	CIV	6/12/2010	6/12/2010	AUTH	LKDENVERJEFF060910_A01-01
24098	KREGER	JUDY	C	OTHER	CIV	6/11/2010	6/11/2010	AUTH	JKDENVERDENVE060110_A01-01
28247	MCCAFFREY	SARAH	C	OTHER	CIV	6/27/2010	6/27/2010	AUTH	SMDENVERDENVE060810_A01-01
28571	MCDONALD	STEVEN	C	OTHER	CIV	6/11/2010	6/11/2010	AUTH	SMDENVERJEFF060710_A01
45660	VITULLO	ANTHONY	C	OTHER	CIV	6/11/2010	6/11/2010	AUTH	AVDENVERJEFF060610_A01
47458	WILLETO	CLAUDIA	C	OTHER	CIV	6/12/2010	6/12/2010	AUTH	CWDENVERDENVE060510_A01
48709	YATES	LAWRENCE	C	OTHER	CIV	6/12/2010	6/12/2010	AUTH	LYDENVERDENVE060610_A01-01

The Custom AutoFilter dialog box is open, showing the criteria for the 'Departure Date' column. The criteria is set to 'is before' 6/11/2010. The dialog box also includes options for 'And' or 'Or' conditions and a 'Show rows where:' section.

The status bar at the bottom indicates "Ready 16 of 49232 records found". The taskbar shows the start button, Citrix XenApp - Applic..., and Citrix Client Engine. The system clock shows 8:47 AM.

On Return Date column, only dates of today or later should be selected. Click on drop down arrow, select Data Filters and After.

The screenshot shows a Microsoft Excel spreadsheet titled 'Traveler\_Status\_06-10-10(1).csv'. The spreadsheet has columns A through I. Column A is 'Traveler Last Name', B is 'First Name', C is 'Grade', D is 'Title/Rank', E is 'Service of Travel', F is 'Departure Date', G is 'Return Date', H is 'Doc Type', and I is 'Doc Name'. The 'Return Date' column (G) has a dropdown menu open, showing 'Data Filters' and 'After' selected. A red arrow points from the text above to the 'After' option in the dropdown menu.

	A	B	C	D	E	F	G	H	I
	Traveler Last Name	First Name	Grade	Title/Rank	Service of Travel	Departure Date	Return Date	Doc Type	Doc Name
1	ACHESON	ANN	C	OTHER	CIV			AUTH	AADENVERADAMS051910_A01-01
81	ACHESON	ANN	C	OTHER	CIV			AUTH	AADENVERADAMS060110_A01
487	ALGEO	TIMOTHY	C	OTHER	CIV			AUTH	TADENVERDENVE060710_A01-02
923	ANDERSON	MARTHA	C		CIV			AUTH	MADENVERADAMS060710_A01-01
2272	BARTON	SANDRA	C	OTHER	CIV			AUTH	SBDENVERADAMS052510_A01-01
2654	BEDFORD	DAYNE	C	OTHER	CIV			AUTH	AADENVERADAMS051610_A01-02
3153	BERRY	JOLENE	C	OTHER	CIV				060110_A01-01
3215	BEVERLIN	STEVEN	C	OTHER	CIV				052410_A01-01
3237	BEYMAN	DAVID	C	OTHER	CIV				05051810_A01-03
3547	BLACKWELL	REGINALD	C	OTHER	CIV				05052310_A01
3597	BLAKE	NATHANAEAL	C		CIV				051110_A01-01
3629	BLATTERMAN	HEATHER	C	OTHER	CIV				052310_A01-03
3745	BODENHAUSEN	CRAIG	C	OTHER	CIV				51710_A01-01
4064	BORNONG	BERNARD	C	OTHER	CIV				52410_A01
4574	BRANNEN	KAREN	C	OTHER	CIV				060210_A01-02
4777	BRIGHT	LYNNAE	C	OTHER	CIV				051710_A01-01
4786	BRIGHT	DONALD	C	OTHER	CIV				060710_A01-02
4937	BROOKS	ERVIN	C	OTHER	CIV				060710_A01-02
4940	BROOKS	MAUREEN	C	OTHER	CIV	6/8/2010	6/10/2010		060810_A01-01
5497	BUNDY	MILDRED	C	OTHER	CIV	5/15/2010	5/18/2010		051510_A01-01
6012	CABRERA	ROSALIE	C	OTHER	CIV	5/16/2010	5/21/2010		051610_A01-03
6542	CARR	IVORY	C	OTHER	CIV	6/8/2010	6/12/2010		060810_A01-03
7227	CHEW	JIMMIE	C	OTHER	CIV	6/5/2010	6/8/2010		0610_A01-01
7299	CHIPMAN	RICHARD	C	OTHER	CIV	6/7/2010	6/9/2010		060710_A01-03
7443	CHUA	JOHN	C	OTHER	CIV	5/18/2010	5/20/2010		051810_A01
7444	CHUA	JOHN	C	OTHER	CIV	5/18/2010	5/20/2010		051810_A01-01
7781	CLOSSON	JON	C	OTHER	CIV	5/11/2010	5/13/2010		050910_A01-01
7957	Cole	Lyndsay	C		CIV	5/16/2010	5/17/2010		51610_A01
8232	CONGDON	ROGER	C	OTHER	CIV	6/6/2010	6/12/2010		060610_A01
8438	COOCH		C	OTHER	CIV	5/6/2010	5/20/2010		050610_A01

The Custom Auto Filter box will appear. Select today's date.

The screenshot shows a Microsoft Excel window titled "Traveler\_Status\_06-10-10(1).csv - Microsoft Excel". The ribbon includes Home, Insert, Page Layout, Formulas, Data, Review, and View. The Data ribbon is active, showing options like From Access, From Web, From Text, From Other Sources, Existing Connections, Refresh All, Connections, Sort, Filter, Clear, Reapply, Advanced, Text to Columns, Remove Duplicates, Validation, Data Tools, Consolidate, What-If Analysis, Group, Ungroup, and Subtotal.

The data table has the following columns: A (Traveler Last Name), B (First Name), C (Grade), D (Title/Rank), E (Service of Travel), F (Departure Date), G (Return Date), H (Doc Type), and I (Doc Name). The data rows are numbered 1 through 49232. The 'Return Date' column is highlighted, and the 'Custom AutoFilter' dialog box is open, showing the filter criteria: "Return Date is after 6/10/2010".

	A	B	C	D	E	F	G	H	I
	Traveler Last Name	First Name	Grade	Title/Rank	Service of Travel	Departure Date	Return Date	Doc Type	Doc Name
4937	BROOKS	ERVIN	C	OTHER	CIV	6/7/2010	6/11/2010	AUTH	EBDENVERDENVE060710_A01-02
6542	CARR	IVORY	C	OTHER	CIV	6/8/2010	6/12/2010	AUTH	ICDENVERCOUNT060810_A01-03
8232	CONGDON	ROGER	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	RCDENVERDENVE060610_A01
9363	CURTIS	TATE	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	TCDENVERDENVE060610_A01-01
11881	EGGERT	DIANE	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	DEDENVERDENVE061310_A01-03
19110	HICKS	SUSAN	C	OTHER	CIV	6/6/2010	6/16/2010	AUTH	SHDENVERADAMS053010_A01-02
19268	HILL	ALISON	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	AHDENVERDENVE060910_A01-02
19897	HOOVER	JILL	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	JHDENVERADAMS060910_A01-03
20074	HOUGH	ANN	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	AHDENVERADAMS060710_A01-01
22649	KAY	LEO	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	LKDENVERJEFF060910_A01-01
24098	KREGER	JUDY	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	JKDENVERDENVE060110_A01-01
28247	MCCAFFREY	SARAH	C	OTHER	CIV	6/6/2010	6/27/2010	AUTH	SMDENVERDENVE060810_A01-01
28571	MCDONALD	STEVEN	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	SMDENVERJEFF060710_A01
45660	VITULLO	ANTHONY	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	AVDENVERJEFF060610_A01
47458	WILLETO	CLAUDIA	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	CWDENVERDENVE060510_A01
48709	YATES	LAWRENCE	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	LYDENVERDENVE060610_A01-01

The status bar at the bottom shows "Ready 16 of 49232 records found". The taskbar at the bottom shows the Windows Start button, Citrix XenApp - Applic..., and Citrix Client Engine. The system clock shows 8:43 AM.

Traveler\_Status\_06-10-10[1].csv - Microsoft Excel

	A	B	C	D	E	F	G	H	I
	Traveler Last Name	First Name	Grade	Title/Rank	Service of Travel	Departure Date	Return Date	Doc Type	Doc Name
4937	BROOKS	ERVIN	C	OTHER	CIV	6/7/2010	6/11/2010	AUTH	EBDENVERDENVE060710_A01-02
6542	CARR	IVORY	C	OTHER	CIV	6/8/2010	6/12/2010	AUTH	ICDENVERCOUNT060810_A01-03
8232	CONGDON	ROGER	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	RCDENVERDENVE060610_A01
9363	CURTIS	TATE	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	TCDENVERDENVE060610_A01-01
11881	EGGERT	DIANE	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	DEDENVERDENVE061310_A01-03
19110	HICKS	SUSAN	C	OTHER	CIV	5/30/2010	6/16/2010	AUTH	SHDENVERADAMS053010_A01-02
19268	HILL	ALISON	C	OTHER	CIV	6/8/2010	6/11/2010	AUTH	AHDENVERDENVE060910_A01-02
19897	HOOVER	JILL	C	OTHER	CIV	6/9/2010	6/11/2010	AUTH	JHDENVERADAMS060910_A01-03
20074	HOUGH	ANN	C	OTHER	CIV	6/7/2010	6/11/2010	AUTH	AHDENVERADAMS060710_A01-01
22649	KAY	LEO	C		CIV	6/9/2010	6/12/2010	AUTH	LKDENVERJEFF060910_A01-01
24098	KREGGER	JUDY	C	OTHER	CIV	5/30/2010	6/11/2010	AUTH	JKDENVERDENVE060110_A01-01
28247	MCCAFFREY	SARAH	C	OTHER	CIV	6/8/2010	6/27/2010	AUTH	SMDENVERDENVE060810_A01-01
28571	MCDONALD	STEVEN	C	OTHER	CIV	6/7/2010	6/11/2010	AUTH	SMDENVERJEFF060710_A01
45660	VITULLO	ANTHONY	C	OTHER	CIV	6/6/2010	6/11/2010	AUTH	AVDENVERJEFF060610_A01
47458	WILLETO	CLAUDIA	C	OTHER	CIV	6/5/2010	6/12/2010	AUTH	CWDENVERDENVE060510_A01
48709	YATES	LAWRENCE	C	OTHER	CIV	6/6/2010	6/12/2010	AUTH	LYDENVERDENVE060610_A01-01
49234									
49235									
49236									
49237									
49238									
49239									
49240									
49241									
49242									
49243									
49244									
49245									
49246									

Ready 16 of 49232 records found

Review the results and make sure there are no duplicate traveler names. Once this is completed in the bottom left hand corner, the count of records indicates the number of travelers located in the disaster area.